

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [position/program/opportunity]. I have had the pleasure of working with [him/her/them] for [duration] at [your organization/relationship context], where [he/she/they] has demonstrated exceptional [skills/qualities].

During this time, [he/she/they] exhibited [specific examples of skills/qualities], which I believe would make [him/her/them] an ideal candidate for [position/program/opportunity]. [Further elaboration on experiences, achievements, or character traits].

I am confident that [Candidate's Name] will bring the same dedication and talent to [Recipient's Organization/Position] as [he/she/they] has consistently shown in [his/her/their] previous roles. I wholeheartedly support [his/her/their] application and encourage you to consider [him/her/them] for [position/program/opportunity].

If you have any further questions or require additional information, please feel free to contact me at [your phone number] or [your email].

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]